



# **OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION**

**Operated by Oak Ridge Associated Universities, Inc.**

**DOE Oracle Users Group Meeting**  
**April 20, 2004**  
**Travel Management System Demo**

- **SERVERS**

- Microsoft SQL Server
- Microsoft Internet Information Server ( IIS ) 5

- **DEVELOPMENT**

- Developed using Active Server Pages ( ASP ) scripts with Microsoft Visual InterDev 6.0

- **BROWSER**

- Must use Internet Explorer 5.0 or higher. The limitation is because “Challenge/Response” is used to determine the identity of the user currently accessing the application. Netscape will not work with the current authentication.

- **ORAU NETWORK**
















- ORAU has all Windows 2000 servers-based network and Windows XP as the standard desktop operating system.

**Travel Authorization**

**Travel Expenses**

**Travel Audit**

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	TES
	
	EXTERNAL IMPORT
	
	APPROVE TAR
	APPROVE TES
	CONFERENCE APPROVAL
	
	TRAVEL ACCOUNTING
	ADMINISTRATIVE
	REPORTS

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ORISE

New Travel Authorization Request	
Traveler Type:	Employee
Traveler Name:	<input type="text" value="Chrisman, Lois A"/> 
Start Date:	<input type="text" value="4/17/2004"/> 
End Date:	<input type="text" value="4/22/2004"/> 
Reason for Travel:	<div><input type="text" value="Attend DOE Users Group meeting and FMSIC."/></div> 

Submit

Reset



General	<a href="#">Destination</a>	<a href="#">Per Diem</a>	<a href="#">Project-Task</a>	<a href="#">Prepays</a>	<a href="#">Estimates</a>	<a href="#">Comparison</a>	<a href="#">Reservations</a>	<a href="#">Conference</a>
Name		Phone		Email		Organization		
Traveler:		Chrisman, Lois A		574-4309		chrismal@ora.gov		BUSOPS-FO-TA
Start Date:		4/21/2004			End Date:		4/22/2004	
Reason for Travel:		Attend DOE Users Group Meeting & FMSIC						
Comments:								
Government or Corporate Travel:		Government <input checked="" type="radio"/> Corporate <input type="radio"/>			Domestic or Foreign Travel:		Domestic <input checked="" type="radio"/> Foreign <input type="radio"/>	
Personal Travel:		Yes <input type="radio"/> No <input checked="" type="radio"/>			3rd Party Billing:		Yes <input type="radio"/> No <input checked="" type="radio"/>	
Attend Conference:		Yes <input checked="" type="radio"/> No <input type="radio"/> (DOE direct funded travel only)			Professional Development:		Yes <input checked="" type="radio"/> No <input type="radio"/>	
Airfare Purchased by ORAU:		Yes <input checked="" type="radio"/> No <input type="radio"/>			Registration Fee Purchased by ORAU:		Yes <input type="radio"/> No <input checked="" type="radio"/>	
Travel Advance Requested:		Yes <input type="radio"/> No <input checked="" type="radio"/>			Hotel Deposit Requested:		Yes <input type="radio"/> No <input checked="" type="radio"/>	
Point of Contact:		Lansdon, Constance Denise						
Approver:		Lesesne, John W						
		Save		Reset		Verify TAR 878		





## TAR # 878

<a href="#">General</a>	Destination	<a href="#">Per Diem</a>	<a href="#">Project-Task</a>	<a href="#">Prepays</a>	<a href="#">Estimates</a>	<a href="#">Comparison</a>	<a href="#">Reservations</a>	<a href="#">Conference</a>
<a href="#">Edit</a>	<b>Start</b>	<b>End</b>	<b>From</b>	<b>To</b>	<b>Mode</b>	<b>Car</b>	<b>Delete</b>	
<a href="#">Edit</a>	4/21/2004	4/22/2004	Knoxville, TN	Bethesda, MD	Air	No	<a href="#">Delete</a>	
Wednesday, April 21, 2004 thru Thursday, April 22, 2004								
<b>From City:</b>		<input type="text"/>						
<b>From State:</b>		<input type="text" value="v"/>						
<b>City of Lodging:</b>		<input type="text"/>						
<b>State of Lodging:</b>		<input type="text" value="v"/>						
<b>Primary Travel Mode:</b>		<input type="text" value="v"/>						
<b>Start Date:</b> (See note below*)		<input type="text" value="4/21/2004"/>		<b>End Date:</b>		<input type="text" value="4/22/2004"/>		
<b>Rental Vehicle:</b>		<input type="checkbox"/> Yes						
<b>Rental Justification:</b>		<input type="text"/>						
<div>SaveResetVerify TAR 878</div>								
<p><i>*NOTE: For multiple locations, the end date is the last night of lodging unless you are entering the last destination. For the last destination, the end date is the last day of travel.</i></p> <p><i>*NOTE: The start dates and end dates for all locations must fall within the start and end date range entered for the trip on the General tab.</i></p>								



TAR # 878

<a href="#">General</a>	<a href="#">Destination</a>	<a href="#">Per Diem</a>	<a href="#">Project-Task</a>	<a href="#">Prepays</a>	<a href="#">Estimates</a>	<a href="#">Comparison</a>	<a href="#">Reservations</a>	<a href="#">Conference</a>
Wednesday, April 21, 2004 - Thursday, April 22, 2004								
Bethesda, MD		(For the counties of Montgomery and Prince George's, see Dis. MD (all year) (150 - 50) ▼						
Room Rate:		<input type="text" value="\$150.00"/>			Room Tax:		<input type="text" value="\$12.00"/>	
Lodging Waiver: <i>(if room rate more than per diem)</i>		<div><input type="text"/></div>						
<div><input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Verify TAR 878"/></div>								

## TAR # 878

<a href="#">General</a>	<a href="#">Destination</a>	<a href="#">Per Diem</a>	<a href="#">Project-Task</a>	<a href="#">Prepays</a>	<a href="#">Estimates</a>	<a href="#">Comparison</a>	<a href="#">Reservations</a>	<a href="#">Conference</a>
Project	Task	Project Name	Task Name	Percent	Delete			
700350	0001	AO Financial Operations 2004	Admin & Budget	50	<a href="#">Delete</a>			
700350	0009	AO Financial Operations 2004	Misc Expenses	50	<a href="#">Delete</a>			
				Total:	100			
<div>Verify TAR 878</div>								



ORISE

TAR # 878

<a href="#">General</a>	<a href="#">Destination</a>	<a href="#">Per Diem</a>	<a href="#">Project-Task</a>	<a href="#">Prepays</a>	<a href="#">Estimates</a>	<a href="#">Comparison</a>	<a href="#">Reservations</a>	<a href="#">Conference</a>
Registration Forms should be faxed to 865-574-4450								
Pre-Payment Type:	<input type="text"/> ▼ ↩							
Date Required:	<input type="text"/> (Enter check date or ORAU credit card payment date)							
Amount:	<input type="text"/>							
Payable To:	<input type="text"/>							
Address Line 1:	<input type="text"/>							
Address Line 2:	<input type="text"/>							
City, State Zip:	<input type="text"/>							
Comments:	<input type="text"/>							
<div>Save   Reset   Verify TAR 878</div>								

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Destination	Start Date	End Date	Room Rate	Room Tax	Lodging	MIE
Bethesda, MD	4/21/2004	4/22/2004	150.00	12.00	162.00	75.00
Meal Deductions - (Breakfast <input type="text" value="0"/> X \$10) + (Lunch <input type="text" value="0"/> X \$12) + (Dinner <input type="text" value="0"/> X \$26)						(0.00)

Estimated Total Air Expense:	<input type="text" value="500.00"/>
No Rental Vehicle Expenses:	
(Personal Vehicle) Round Trip Mileage to/from Destinations: <input type="text" value="0.0"/> X 0.375	0.00
(Personal Vehicle) Intracity Mileage: <input type="text" value="0.0"/> X 0.375	0.00
(Personal Vehicle) Round Trip Mileage to/from Airport: <input type="text" value="50.0"/> X 0.375	18.75
Airport Parking:	<input type="text" value="45.00"/>
Hotel Parking:	<input type="text" value="0.00"/>
Telephone Personal:	<input type="text" value="0.00"/>
Telephone Business:	<input type="text" value="15.00"/>
ATM Fees:	<input type="text" value="7.50"/>
Ground Transportation:	<input type="text" value="75.00"/>
Rental Vehicle Gasoline:	<input type="text" value="0.00"/>
Total all other Expenses:	<input type="text" value="0.00"/>
Total Estimated Expenses:	898.25
Total Estimated Traveler Reimbursement:	398.25
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Verify TAR 878"/>	



ORISE

<a href="#">General</a>	<a href="#">Destination</a>	<a href="#">Per Diem</a>	<a href="#">Project-Task</a>	<a href="#">Prepays</a>	<a href="#">Estimates</a>	<a href="#">Comparison</a>	<a href="#">Reservations</a>	<a href="#">Conference</a>
Comparison Not Needed:		<input type="checkbox"/> <i>(Must provide explanation in Comments.)</i>						
Business Only						Proposed		
Air Fare:	<input type="text" value="0.00"/>					500.00		
Personal Vehicle Expense:	<input type="text" value="0.00"/>					0.00		
Rental Vehicle Expense:	<input type="text" value="0.00"/>					0.00		
Lodging:	<input type="text" value="0.00"/>					162.00		
Per Diem:	<input type="text" value="0.00"/>					75.00		
Airport Parking:	<input type="text" value="0.00"/>					45.00		
Total:	<input type="text" value="0.00"/>					782.00		
Comments:	<div><div></div><div></div></div>							
Itinerary From Travel Office: <i>(cut and paste from simulation)</i>	<div><div></div><div></div></div>							
<div><div>Save</div><div>Reset</div><div>Verify TAR 878</div></div>								



ORISE

Edit	Start	End	From	To	Mode	Car	Delete Res	Res Made?
<a href="#">Edit</a>	4/21/2004	4/22/2004	Knoxville, TN	Bethesda, MD	Air	No	<a href="#">Delete</a>	
<div>Verify TAR 878</div> <p><b>Warning: **No Reservations can be confirmed until e-mail is sent!**</b></p>								
Destination Dates: 4/21/2004 - 4/22/2004		From: Knoxville, TN		To: (For the counties of Montgomery and Prince George's, see Dis, MD ( all year ) 150 - 50			Mode: Air	Car: No
Airline Reservations: <i>(If flight times are known you may include but they are not required)</i>				Need to leave by 4:00 p.m.				
Hotel Reservations: <i>(Include hotel phone number if available)</i>				Made by traveler				
Vehicle Rental: <i>(Include size of vehicle and list any additional drivers.)</i>				Will use public transportation				
Last Day Travel: <i>(If possible include travel plans for returning home on last day of travel.)</i>				4/22 - meeting is over at 3:00 p.m. Need flight that leaves after 4:300 p.m.				
Cost Comparison: <i>(If a Cost Comparison is necessary, please provide the official business travel dates, required travel times and destinations.)</i>								
<div>SaveReset</div>								

## RESERVATIONS FOR TAR # 878

<a href="#">General</a>	<a href="#">Destination</a>	<a href="#">Per Diem</a>	<a href="#">Project-Task</a>	<a href="#">Prepays</a>	<a href="#">Estimates</a>	<a href="#">Comparison</a>	Reservations	
Edit	Start	End	From	To	Mode	Car	Delete Res	Res Made?
<a href="#">Edit</a>	4/21/2004	4/22/2004	Knoxville, TN	Bethesda, MD	Air	No	<a href="#">Delete</a>	Y
<div>Verify TAR 878   Preview Email   Send Email</div> <p><b>Warning: **No Reservations can be confirmed until e-mail is sent!**</b></p>								



<a href="#">General</a>	<a href="#">Destination</a>	<a href="#">Per Diem</a>	<a href="#">Project-Task</a>	<a href="#">Prepays</a>	<a href="#">Estimates</a>	<a href="#">Comparison</a>	Conference
Start Date:		<input type="text"/>					
End Date:		<input type="text"/>					
Conference Sponsor:		<input type="text"/>					
Conference Co-Sponsor:		<input type="text"/>					
Conference Title:		<input type="text"/>					
City:		<input type="text"/>					
State:		<input type="text" value="v"/>					
Country:		<input type="text" value="USA"/>					
Purpose/Objective of Conference:		<input type="text"/>					
Why are <i>you</i> attending:		<input type="text"/>					
Your Director:		<input type="text" value="v"/>					
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Verify TAR 878"/>							



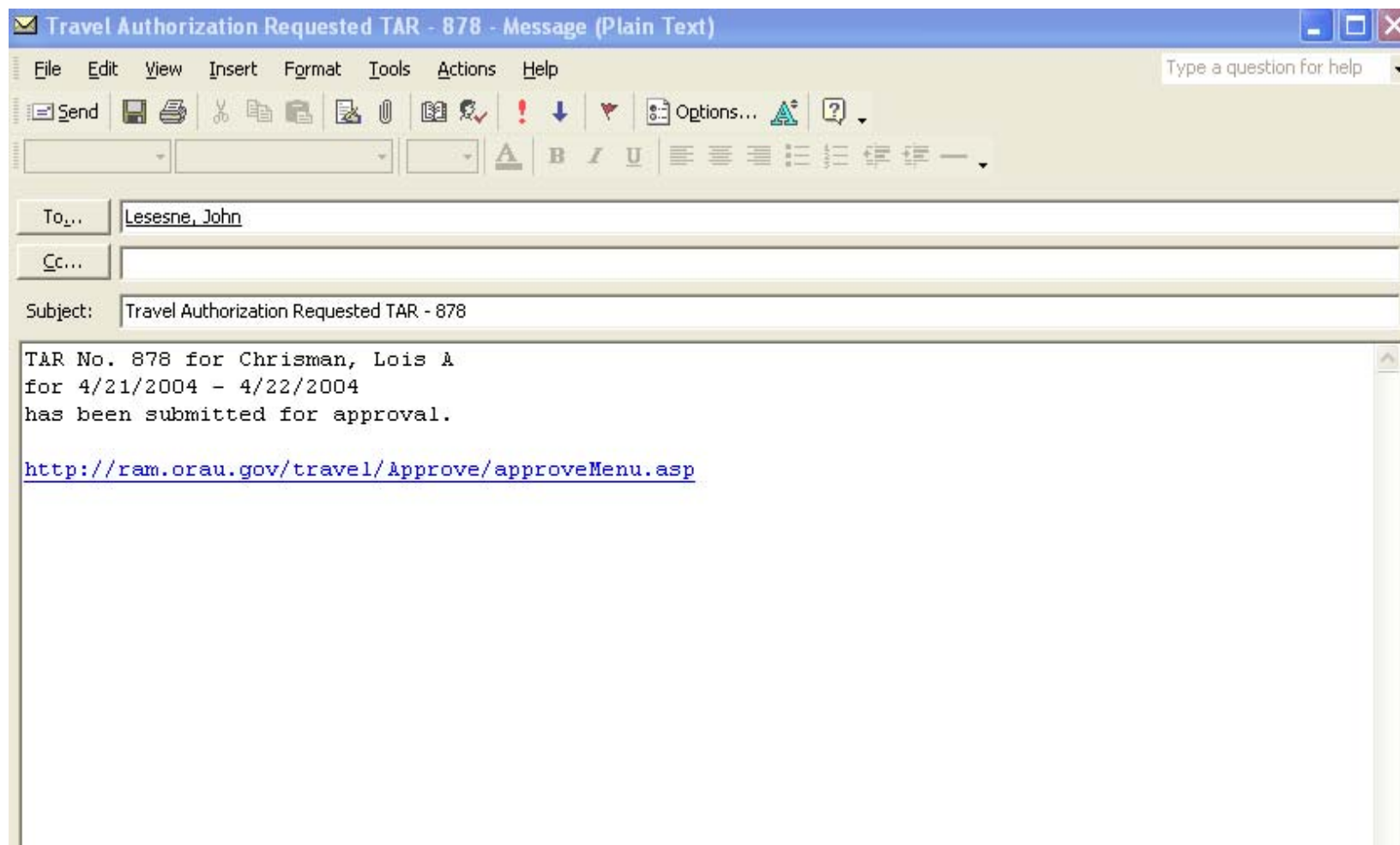
## Verify Travel Authorization Request TA-878


General Travel Information			
Traveler Name:	Chrisman, Lois A ( <i>chrismal@prau.gov</i> - BUSOPS-FO-TA)		
Start Date:	Wednesday, April 21, 2004	End Date:	Thursday, April 22, 2004
Reason for Travel:	Attend DOE Users Group Meeting & FMSIC		
Government/Corporate:	Government	Travel is:	Domestic
Personal Travel:	No	3rd Party Billing:	No
Conference:	Yes <b>Conference form incomplete.</b>	Professional Development:	Yes
Airfare Purchased by ORAU:	Yes	Registration Fee Purchased by ORAU:	No
Travel Advance Requested:	No	Hotel Deposit Requested:	No
Point of Contact:	Lansdon, Constance Denise ( <i>lansdonc@prau.gov</i> - BUSOPS-FO)		
Approver Name:	Lesesne, John W ( <i>john.lesesne@prau.org</i> - BUSOPS-FO)		

**ORISE**

Estimated Expenses						
Destination	Start Date	End Date	Room Rate	Room Tax	Lodging	MIE
Bethesda, MD	4/21/2004	4/22/2004	150.00	12.00	162.00	75.00
Lodging Waiver:						
Rental Car Justification:						
Meal Deductions - (Breakfast 0 X \$10) + (Lunch 0 X \$12) + (Dinner 0 X \$26)						(0.00)
Estimated Total Air Expense:						500.00◀
(Personal Vehicle) Round Trip Mileage to/from Airport: 50 * 0.375						18.75
Airport Parking:						45.00
Telephone Business:						15.00
ATM Fees:						7.50
Ground Transportation:						75.00
Total Estimated Expenses:						898.25
Total Estimated Traveler Reimbursement:						398.25
Project - Task Information						
Project - Task:	700350.0001			50%	449.13	
Project - Task:	700350.0009			50%	449.12	
Total:				100%	898.25	

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Chrisman, Lois A - Approver	
I have reviewed Conference detail:	<input type="checkbox"/> <a href="#">conference</a>
I have reviewed Cost Comparison detail:	<input type="checkbox"/> <a href="#">cost comparison</a>
I have reviewed Lodging and MIE detail:	<input type="checkbox"/> Bethesda, MD USA ((For the counties of Montgomery and Prince George', MD 150 - 50)
Comments:	<div></div>
Approve TAR?:	Yes <input type="radio"/> No <input checked="" type="radio"/>  <b>I certify that this trip has been discussed with and approved by my supervisor.</b>
<div>Submit Reset</div>	

## Prepayments

	TAR	D/F	Traveler	Start	End	Payment Type	Amount	Date Required	Comment	Audit Status
TAR - 655	655	D	Maria Eliana Chavez	11/7/2003	11/13/2003	Reg Fee	\$1,020.00	8/25/2003		No AUDIT
TAR - 597	597	D	Victoria Wangia	11/8/2003	11/13/2003	Reg Fee	\$480.00	8/26/2003	Registration fee includes: Pre-Professional Student Reg, 1 Tutorial and renewal of membership for 2004.	No AUDIT
TAR - 615	615	D	Saeed Hamdan	11/7/2003	11/12/2003	Reg Fee	\$780.00	8/26/2003		No AUDIT
TAR - 654	654	D	Rajdeep Singh	11/7/2003	11/12/2003	Reg Fee	\$610.00	8/26/2003		No AUDIT
TAR - 740	740	D	Norma J Patterson	9/22/2003	9/27/2003	Reg Fee	\$200.00	9/10/2003	Mail reg form with check.	No AUDIT

Traveler		Finance	
<b>Pre-Payment Type:</b>	Registration Fee	<b>Pre-Payment Type:</b>	Registration Fee <input type="button" value="v"/>
<b>Amount:</b>	480	<b>Amount:</b>	<input type="text" value="480"/>
<b>Date Required:</b>	8/26/2003	<b>Date Required:</b>	<input type="text" value="8/26/2003"/>
<b>Payable To:</b>	AMLA	<b>Comments:</b>	Paid via Internet registration 8/17 <input type="button" value="^"/> <input type="button" value="v"/>
<b>Address Line 1:</b>	4915 St. Elmo Avenue, Suite 401, Bethesda MD 20814	<b>Vendor Name:</b>	Bank of America
<b>Address Line 2:</b>		<b>Pay Site:</b>	PAY1
<b>City, State Zip:</b>		<input type="button" value="Write_to_Oracle"/> <input type="button" value="Reset"/>	
<b>Comments:</b>	Registration fee includes: Pre-Professional Student Reg, 1 Tutorial and renewal of membership for 2004.		



## Cancelled Trips

**3/19/2004**

TAR/TES	Traveler	Start Date	End Date	Type	Oracle
531	Kathy R Meaney	6/1/2003	6/4/2003	TAR	<input type="button" value="Checked Oracle"/>
562	Ronald Dean Townsend	8/1/2003	8/2/2003	TAR	<input type="button" value="Checked Oracle"/>
569	Mary E Anthony	9/24/2003	9/28/2003	TAR	<input type="button" value="Checked Oracle"/>
580	Lois A Chrisman	7/2/2003	7/5/2003	TAR	<input type="button" value="Checked Oracle"/>
593	Tommy D Wantland	8/20/2003	8/20/2003	TAR	<input type="button" value="Checked Oracle"/>
606	Linda R McCamant	8/12/2003	8/12/2003	TAR	<input type="button" value="Checked Oracle"/>
618	Mary Jean Brewer	8/20/2003	8/21/2003	TAR	<input type="button" value="Checked Oracle"/>
620	Mary Jean Brewer	8/20/2003	8/21/2003	TAR	<input type="button" value="Checked Oracle"/>
630	Vivian L Vargas	8/20/2003	8/22/2003	TAR	<input type="button" value="Checked Oracle"/>
645	Vivian L Vargas	8/25/2003	8/25/2003	TAR	<input type="button" value="Checked Oracle"/>
669	Albert Lee Wiley	9/21/2003	9/26/2003	TAR	<input type="button" value="Checked Oracle"/> (TA-669 5-Sep-2003 AT) - (\$832.59) - ( 9/5/2003)



## Audit Travel Expense Report

*D - multiple destinations, F - foreign travel, R - random, 3 - third party billing*

Audit	Code	Status	Traveler	Created By	Destination	Trip Dates	TES Date
<a href="#">TES-509</a>	<b>D R</b>	Working	Pehrson, Patsy L	lesesnej	Atlanta, GA	7/26/2003 - 7/31/2003	7/24/2003
<a href="#">TES-499</a>	<b>D R</b>	Working	Spinney, Randall William (Rand)	pehrsonp	Washington, DC, DC	6/1/2003 - 6/4/2003	7/24/2003
<a href="#">TES-511</a>	<b>D R</b>	Working	Wyatt, Louise	wyattl	Washington, DC	8/1/2003 - 8/4/2003	7/24/2003
<a href="#">TES-519</a>	<b>D R</b>	Working	Farmer, Angela Hope	farmera	Washington, DC	6/1/2003 - 6/4/2003	7/24/2003
<a href="#">TES-501</a>	<b>R</b>	Working	Moua, Pai Vang (Pai)	pehrsonp	Charlotte, NC	7/25/2003 - 7/28/2003	7/24/2003
<a href="#">TES-502</a>	<b>D R</b>	Working	O'Neal, Joree A	pehrsonp	Washington, DC	6/1/2003 - 6/4/2003	7/24/2003
<a href="#">TES-515</a>	<b>D R</b>	Working	Watt, Edith Ann (Edye)	watte	Washington, DC	6/1/2003 - 6/4/2003	7/24/2003
<a href="#">TES-513</a>	<b>D R</b>	Working	Phillips, Carla M	pehrsonp	Washington, DC	6/1/2003 - 6/4/2003	7/24/2003
<a href="#">TES-516</a>	<b>D R</b>	Working	Neill, Barbara F (Barbara)	neillb	Washington, DC	6/1/2003 - 6/4/2003	7/24/2003
<a href="#">TES-524</a>	<b>D R</b>	Working	Farmer, Angela Hope	chapmanm	Las Vegas, NV	7/25/2003 - 7/31/2003	7/25/2003
<a href="#">TES-530</a>	<b>D R</b>	Working	Stone, Evelyn Rose	pehrsonp	Washington, DC	6/1/2003 - 6/4/2003	7/28/2003
<a href="#">TES-532</a>	<b>D R</b>	Working	Kennard, Rebecca M (Becky)	kennardb	Washington, DC	8/1/2003 - 8/4/2003	7/28/2003



# ORISE

### All Travelers Traveling Today

**3/31/2004**

*	#	TAR Status	Traveler	Type	Start Dt	End Dt	Dest	POC
<a href="#">V</a>	841	Working	Barbara Jolene Jones	Employee	1/1/2004	5/5/2004	NONE	

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## Audit Report

**3/31/2004**

A_T	Trip	Traveler	Type	End Date	Dom/For	Gov/Corp	P	TAR	TES	Change	Audit	Change	Created	Completed
Partial	384	Vickie Lynn Caughron	Employee	5/1/2003	Domestic	Corporate	No	583.00	458.47	(-124.53)	458.47	0.00	5/23/2003	5/23/2003
Partial	386	Sudha Radhakrishnan	Employee	5/1/2003	Domestic	Corporate	No	583.00	487.00	(-96.00)	495.00	8.00	5/28/2003	5/29/2003
Full	381	Tina Stogsdill Phillips	Employee	5/1/2003	Domestic	Government	No	1,382.00	1,355.26	(-26.74)	1,883.26	528.00	5/28/2003	5/29/2003
Partial	391	Carol Ashley	Employee	5/2/2003	Domestic	Corporate	No	1,138.04	909.56	(-228.48)	909.56	0.00	5/29/2003	6/4/2003
Full	367	Portia S Drost	Employee	5/2/2003	Domestic	Government	No	2,829.00	1,856.27	(-972.73)	3,856.27	2,000.00	5/27/2003	5/27/2003
Full	376	Tina Stogsdill Phillips	Employee	5/2/2003	Domestic	Corporate	No	1,265.04	1,314.88	49.84	1,872.88	558.00	5/22/2003	5/23/2003
Partial	375	Hilary F Shreter	Employee	5/4/2003	Domestic	Government	No	1,333.50	1,558.07	224.57	2,523.57	965.50	5/28/2003	5/29/2003
Partial	370	Barbara Jolene Jones	Employee	5/6/2003	Domestic	Government	No	1,432.10	1,451.60	19.50	2,390.10	938.50	5/28/2003	5/29/2003
Full	396	Carol Ashley	Employee	5/7/2003	Domestic	Corporate	No	285.00	505.34	220.34	505.34	0.00	5/29/2003	6/4/2003
Partial	374	Barbara Jolene Jones	Employee	5/8/2003	Domestic	Government	No	1,487.95	1,240.00	(-247.95)	2,007.95	767.95	5/27/2003	5/27/2003

